

**City of Chattanooga, TN**  
**Personnel Class Specification**

***Class code 0102***

**FLSA: Non-Exempt**

**CLASSIFICATION TITLE: PAYROLL TECHNICIAN, SENIOR**

**PURPOSE OF CLASSIFICATION**

The purpose of this classification is to perform general support functions relating to payroll processing for an assigned department or division. Duties and responsibilities include, but are not limited to: assisting payroll supervisor in achieving payroll office objectives; ensuring accurate/efficiency of payroll calculations; receiving/inputting employee payroll information into computerized systems; verifying/editing information; processing payroll information and printing employee checks; preparing various correspondence, reports, and summaries; and performing other duties as required. Duties and responsibilities may vary depending upon department assignment.

**ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

Performs duties of supervisor in absence of same; assists in supervising office operations for payroll division; plans/formulates work procedures, task assignments, and special projects; provides direction, guidance and assistance to employees; assists in training other personnel.

Coordinates work activities; organizes and prioritizes department workload; makes work assignments; monitors status of work in progress; inspects completed work; troubleshoots problem situations; coordinates flow of work to meet schedules/deadlines associated with payroll runs.

Assists in ensuring effective computer operations; assists with system analysis in absence of supervisor; assists with response to users' questions/problems; assists in determining whether problems are procedural, programmatic, or network related; assists in testing trouble areas, evaluating new software/enhancements, developing test data, and debugging program changes.

Edits/processes new hire forms and status change forms for promotions, reclassifications, transfers, position changes, salary/rate changes, supplements, and seniority; reviews for accuracy; assigns identification numbers for new employees; researches/resolves errors; converts pay plan grade/step data to proper pay rate; enters, processes, and verifies data; forwards to personnel department.

Reviews/processes payroll runs to generate payroll checks, accounting reports, vouchers, check registers, payroll registers, and deduction checks; edits time card detail report against calculated pay for each employee; ensures pay code time used balances with standard hours; checks leave accruals, pension credit, and deductions for accuracy; balances calculated payroll deductions against employee deduction preview; records garnishments; resolves errors/discrepancies; uses computer system to process/print employee payroll checks; balances check print totals against calculated payroll totals; uses check signing machine to sign checks; inputs check numbers into check register log book; finalizes run, updates system, and generates various reports/documents.

Implements procedures to void checks or to process special pay, such as buybacks, special pays, and replacement checks; resolves any problems arising from incorrect issuance of payroll checks; produces proper pay for employees.

Maintains the integrity and efficient operation of computerized system; verifies totals produced by computer to ensure proper reporting of employee deductions, pay and other related information; identifies inaccurate calculations and other system errors; notifies appropriate individual when problems arise.

Researches problems and discrepancies; responds to inquiries from employees, supervisors, and other staff.

Composes, types and/or prepares employee withholding information (W-2), correspondence, letters, memoranda and documents; prepares year end and other specialized reports as required; reviews for accuracy and completeness; makes copies, faxes, and/or files for departmental use and future reference.

Reviews, processes, and monitors court orders involving payroll deduction; determines category of order, employment status, impact of other outstanding court orders, and required action; enters/amends deduction data in compliance with legal guidelines; notifies courts when unable to comply with orders; monitors court-ordered deductions and notifies court of any deviation in ordered deductions; prepares court answers to update courts on status of court orders; ensures timely processing of documents per legal requirements.

Maintains departmental databases, employee files, and master files; inputs information into computerized systems and maintains hard copies; ensures data is accurate and correct prior to being input.

Serves as liaison with departmental payroll clerks, budget analyst, personnel department, benefits staff, internal auditors, various courts, and other individuals; provides information/instructions regarding payroll operations, forms, deductions, court inquiries, and related information.

Greets visitors and answers incoming calls; provides information and/or responds to questions; routes calls and visitors to appropriate individual and/or takes messages as required.

Attends meetings, seminars, workshops and other training classes as necessary to keep apprised of changes in legislation and/or current industry trends.

## **ADDITIONAL FUNCTIONS**

Performs other related duties as required.

## **MINIMUM QUALIFICATIONS**

High school diploma or GED; supplemented by college level course work or vocational training in accounting or bookkeeping; supplemented by three (3) years previous experience and/or training that includes payroll processing or general accounting work; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

## **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

**Human Interaction:** Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference and descriptive data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

**Functional Reasoning:** Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving a variety of generally pre-defined duties which are often characterized by frequent change.

## **ADA COMPLIANCE**

**Physical Ability:** Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Essential functions are regularly performed without exposure to adverse environmental conditions.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.